

MEMORANDUM

TO: All Department Heads and Purchasing Personnel

FROM: Cynthia H. Griffin, Purchasing Agent

RE: Increase in reimbursement rate for use of personal vehicles by non-union personnel

DATE: June 26, 2008

Effective July 1, 2008, the City Manager has approved an increase in the reimbursement rate for use of personal vehicles by non-union personnel. The new rate is \$.58 per mile.

Employees are reimbursed **fifty-eight cents (\$.58)** a mile. Travel is calculated from the employee's beginning location, either home or a City work location, to the destination and back using MapQuest.

Travel outside Massachusetts will be calculated using AAA standard, again from beginning location, either home or City work location, to the destination and back.

Please call me if you have any questions.